



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: DATA ENTRY CASHIER (Provisional* Appointment)

SALARY: \$27,706 - \$35,540 annually

LOCATION: Monroe County Department of Finance

JOB SUMMARY:

This position is responsible for receiving, checking and recording of a variety of funds for a department or agency. Duties involve maintaining records of receipts and disbursements, both manually and by use of a computer terminal. The employee reports directly to, and works under the general supervision of a Supervising Accountant or other higher level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Two (2) years paid full-time or its part-time equivalent clerical experience involving bookkeeping, record keeping or cashiering**, one (1) year of which must have involved utilization of computers or data entry equipment; OR,
- (B) Successful completion of one (1) college level or business institute course in keyboarding, introduction to personal computers, computer applications, computer science, or database management or similar coursework, plus two (2) years paid full-time or its part-time equivalent clerical experience involving bookkeeping, record keeping or cashiering**; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**Cashiering must include reconciling and balancing cash.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET – ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: October 9, 2015

Posting Deadline: October 26, 2015

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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An Equal Opportunity Employer